

**CA-PMM****Project Name:** Complaint Resolution Information Management System**OCIO Project #:** 1110-108**Department:** Consumer Affairs, Medical Board**Reporting Period:** From: To:**Team Member to Project  
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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**Reporting Period:** From: To:

## Team Member to Project Manager


**CA-PMM****Project Name:** Complaint Resolution Information Management System**OCIO Project #:** 1110-108**Department:** Consumer Affairs, Medical Board**Reporting Period:** From: 7/1/09 To: 9/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			None
2. Were any key milestones or deliverables rescheduled?	No			None
3. Was work done that was not planned?	No			None
4. Were there any changes to scope?	No			None
5. Were tasks added that were not originally estimated?	Yes	DGS requested we add RFI step	Improved RFP	None
6. Were any tasks or milestones removed?	Yes	Do not anticipate using	Reduce cost	None
7. Were any scheduled tasks not started?	Yes	IV&V	Do not anticipate using	None
8. Are there any new major issues?	No			None
9. Are there any staffing problems?	Yes	Project Mgr. Resigned	Mitigated using Retired Annuitant to stay on task.	Hiring new PM

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	Yes	RFI added. We do not feel it will impact schedule&will improve RFP	Modify schedule to include
6. Are there any tasks or milestones that should be removed from the plan?	Yes	Per OCIO, IV&V will not be required for this project	Remove IV&V from Plan
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	Yes	We will continue to be down 1 Sr. ISA Project Manager for most of Oct.	Using Retired Annuitant as Project Manager until hire is completed

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## Project Manager to Sponsor

### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Hired Staff Programmer for Project Team. Completed ITPP and submitted to DCA CIO for approval. Working on requirements, completed 25%.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
FSR approved	1/1/09	5/15/09	Done		1/1/09
Recruit and Hire Project Manager	7/15/09		Done	Re-hire estimated for 12/15/2009	5/6/09
Hire IV&V Consultants	10/15/09		Done	Do not anticipate using	
Complete Functional/Technical Requirements	1/15/10	1/4/10	On Target		
RFI		3/10/10	On Target		
Release RFP	10/26/10	8/20/10	On Target	Board Member satisfaction	
Receive final RFP/Bid Review	2/10/11	5/16/11		if Protest/Draft Declared 3/18/12	
Award Vendor Contract	5/5/11	7/27/11		or 6/15/2012	
Complete Unit and System Testing	4/25/12	12/1/12		or 6/04/2013	
Convert and Migrate Data to Production	6/1/12	12/13/12		or 07/24/2013	
Install Production	2/29/12	12/13/12		or 7/24/2013	

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## Project Manager to Sponsor

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			
Resources		x		Re-hiring new PM - mitigate using retired annuitant PM
OneTime Cost	x			
Continuing Cost	x			

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## Project Manager to Sponsor

## CA-PMM

**Project Name:** Complaint Resolution Information Management System (CRIMS)

**OCIO Project #:** 1110-108

**Department:** Consumer Affairs, Medical Board

**Reporting Period:** From: 7/1/09 To: 9/30/09

## Sponsor to Executive Committee

### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
<b>Milestone</b>	<b>Target Date</b>	<b>Forecast Date</b>	<b>Status</b>	<b>If Delayed, Impact to Implementation Date</b>	<b>Date Completed</b>
FSR approved	1/1/09		Done		1/1/09
Recruit and Hire Project Manager	7/15/09		Done	Re-hire estimated for 12/15/09	5/6/09
Hire IV&V Consultants	10/15/09		Done	Per OCIO, IV&V will not be required for this project	
Complete Functional/Technical Requirements	1/15/10	1/4/10	On Target		
RFI		3/10/10	On Target		
Release RFP	10/26/10	8/20/10	On Target	Board Member satisfaction	
Receive final RFP/Bid Review	2/10/11	5/16/11		if Protest/DRAFT Declared 3/18/12	
Award Vendor Contract	5/5/11	7/27/11		or 6/15/2012	
Complete Unit and System Testing	4/25/12	12/1/12		or 6/04/2013	
Convert and Migrate Data to Production	6/1/12	12/13/12		or 7/24/2013	
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### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

\* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			
Milestones	x			
Deliverables	x			
Resources		x		re-hiring new PM - mitigate using retired annuitant PM
One Time Cost	x			
Continuing Cost	x			

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## Sponsor to Executive Committee

### Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	0
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0 Green	
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	1	Yellow	Furloughs and the loss of Project Manager
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
<b>Total</b>			<b>1</b>	<b>G</b>	

Green = 0 - 8  
Yellow = 9 - 19  
Red = 20+

### Vendor Viability Rating Rationale

**Compatibility Report for CRIMS Status\_Report\_7\_09.xls**  
**Run on 9/19/2009 12:49**

The following features in this workbook are not supported by earlier versions of Excel. These features may be lost or degraded when you save this workbook in an earlier file format.

**Significant loss of functionality**

**# of occurrences**

Some cells have more conditional formats than are supported by the selected file format. Only the first three conditions will be displayed in earlier versions of Excel.

1

['Sponsor to Exe  
Comm'!M85:M86](#)

Some cells have overlapping conditional formatting ranges. Earlier versions of Excel will not evaluate all of the conditional formatting rules on the overlapping cells. The overlapping cells will show different conditional formatting.

1

['Sponsor to Exe  
Comm'!M40:M42](#)

**Minor loss of fidelity**

Some formulas in this workbook are linked to other workbooks that are closed. When these formulas are recalculated in earlier versions of Excel without opening the linked workbooks, characters beyond the 255-character limit cannot be returned.

15

Defined Names